

# **Kansas Criminal Justice Coordinating Council**

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## **FEDERAL RECOVERY ACT EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT**

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**Fiscal Year 2010  
Grant Application**

**APPLICATION DEADLINE:**

**SUBMITTED BY MIDNIGHT, JUNE 16, 2009  
ON THE GRANT PORTAL**

**FEDERAL RECOVERY ACT  
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT  
(Recovery Act-JAG)**

**GRANT APPLICATION PACKET**

APPLICATION MUST BE SUBMITTED ON THE GOVERNOR'S GRANT  
PROGRAM GRANT PORTAL. APPLICATIONS NOT SUBMITTED BY  
MIDNIGHT JUNE 16, 2009 WILL NOT BE ACCEPTED.

PLEASE DO NOT CALL CONCERNING THE STATUS OF THE APPLICATION.  
YOU WILL BE NOTIFIED VIA THE GRANT PORTAL.

# **GUIDELINES**

# FEDERAL RECOVERY ACT EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT GUIDELINES

## RECOVERY ACT JAG GUIDELINES

The President signed into law the Federal American Recovery and Reinvestment Act (the **Recovery Act**) of 2009 (Public law 111-5). The Kansas Criminal Justice Coordinating Council (KCJCC) establishes the guidelines, in accordance with the federal requirements, for the Federal Recovery Act Edward Byrne Memorial Justice Assistance Grant (**Recovery Act-JAG**). The **Recovery Act-JAG** program is authorized by 42 U.S.C. 3750-3758. The **Recovery Act-JAG** Program Guidelines eligibility criteria must be met by all organizations that receive **Recovery Act-JAG** funds. These grant funds are awarded to **units of state and local government, Native American Tribes and nonprofit, community or faith-based organizations**.

Funds from this grant program will be used to hire and retain criminal justice personnel, as well as supporting other strategies that create and preserve jobs and promote economic growth by improving the effectiveness and efficiency of criminal justice systems, processes and procedures. To receive grant funds to retain positions, there must be written documentation that demonstrates the positions would otherwise be eliminated due to budget cuts.

The primary use of **Recovery Act-JAG** is to support the following purpose areas: (1) law enforcement programs; (2) prosecution and court programs; (3) prevention and education programs; (4) corrections and community corrections programs; (5) drug treatment and enforcement programs; (6) planning, evaluation and technology improvement programs; and (7) crime victim and witness programs.

All grant awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Applicants should anticipate that grant funds under the **Recovery Act-JAG** will be one-time grant awards and should propose grant project activities that can be accomplished without additional funding.

All applicants must have a DUNS number and a current CCR before grant funds can be awarded to an agency; no exceptions will be allowed. Instructions for obtaining these numbers are as follows:

**DUNS (Data Universal Numbering System)** number is required. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us/>.

**Central Contractor Registration (CCR)** is required. The **CCR** database is the repository for standard information about federal financial assistance applicants, recipients and subrecipients. Organizations that have previously submitted federal applications via [Grants.gov](http://Grants.gov) are already registered with CCR, as it is a requirement for [Grants.gov](http://Grants.gov) registration. Please note, however, applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## COMPLIANCE WITH RULES REGULATING RECOVERY ACT

Applicants must comply with the applicable provisions of **Recovery Act-JAG** and the requirements of the U. S. Department of Justice, Office of the Chief Financial Officer, Federal Office of Justice Programs Financial Guide effective edition, 1-800-458-0786 or [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm), which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of **Recovery Act-JAG** funds. This includes financial documentation for disbursements; daily time and activity records specifying time and type of service devoted to allowable **Recovery Act-JAG** activities; grant project files; the portion of the grant project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit and grant analysis for compliance.

All **Recovery Act-JAG** must be tracked, accounted for and reported on separately from all other funds an agency receives. Also all personnel whose activities are charged to the **Recovery Act-JAG** must maintain timesheets to document hours worked for activities related to the **Recovery Act-JAG**.

Any applicant receiving **Recovery Act-JAG** shall make available to U. S. Department of Justice, Federal Government Accountability Office and the Governor's Grants Program, all access to and the right to examine all records (including, but not limited to, books, papers and documents) related to the **Recovery Act-JAG** award, including such records of any contractor or subcontractor. In addition, interviews with any officer or employee of an agency receiving **Recovery Act-JAG** funds shall be allowed.

## PROGRAM INCOME

Applicants generating program income from a **Recovery Act-JAG** funded project must ensure that they have the capability to track grant project income in accordance with federal and state financial accounting requirements. All **Recovery Act-JAG** funded project income, no matter how large or small, is restricted to the same uses as the **Recovery Act-JAG** project and must be expended as soon as possible. Program income from asset seizures and forfeitures is considered earned when the court has adjudicated the property.

Adherence to the use of program income must meet the guidelines established by the U. S. Department of Justice, Office of the Chief Financial Officer, Federal Office of Justice Programs Financial Guide effective edition, 1-800-458-0786 or [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

## LIMITATIONS ON GRANT FUNDS

These grant funds shall not supplant other funds that would otherwise be available for the grant project. The KCJCC has determined that the following limitations will apply:

1. Hospitality costs cannot be charged to the **Recovery Act-JAG** project; food and beverages are allowable only if an integral and essential part of the proposed grant project and must meet the requirements of the Federal Financial Guide.

2. Equipment and hardware are unallowable unless necessary and essential to the grant project's success.
3. Supplies must be itemized; all miscellaneous supplies will be denied.
4. Costs incurred in applying for, administering, or auditing the grant are not allowed. No indirect costs are allowed.
5. Funds cannot be used for lobbying, fundraising or research projects.
6. **Recovery Act-JAG funds may not be expended outside of the purpose areas. Funds may not be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety.**
7. **Recovery Act-JAG funds will not fund:**
  - Vehicles
  - Drug dogs
  - Land acquisition
  - Luxury items
  - Construction projects
  - Infrastructure investments
  - Tanks or armored vehicles
  - Limousines
  - Vessels
  - Aircraft
  - Fixed-winged aircraft
  - Real estate
  - Costs to support any casino or other gambling establishment
  - Aquarium
  - Zoo
  - Golf Course
  - Swimming pool

The use of grant project funds is prohibited for grant projects which offer a low probability of improving services or decreasing crime as determined by fiscal and program audits.

**RA-JAG** funds shall not supplant other funds that would otherwise be available for the proposed activities. The following guideline should be used in determining the supplanting of funds.

### **Recovery Act Guidance regarding Supplanting**

**Defined:** To reduce State or local funds for an activity specifically because federal funds are available (or expected to be available) to fund that same activity. Federal funds must be used to **supplement** existing State or local funds for program activities and may not replace State or local funds that have been appropriated or allocated for the same purpose. Additionally, federal funding may not replace State or local funding that is required by law. In those instances where a question of supplanting arises, the applicant or grantee may be required to substantiate that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

Example 1      Organization A appropriated funds in FY09 for salary and benefits for 10 corrections officers. In FY09, Organization A is awarded **Recovery Act-JAG** funds designated for the hiring of two additional corrections officers. Organization A expended the federal award as intended, and now has 12 corrections officers.

In this scenario, Organization A has used federal funds to supplement existing funds for program activities. Thus, supplanting has **not** occurred. If three corrections officers retired during FY09 and Organization A did not follow established recruitment procedures to replace the retired officers, or utilized funding for those positions for other purposes, supplanting **would** have occurred.

Example 2      Organization B appropriated funds in FY09 for salary and benefits for 10 corrections officers. Due to budget projections for FY10, Organization B expects to lay off four corrections officers (facts that Organization B is able to substantiate). In FY09, Organization B is awarded **Recovery Act-JAG** funds designated for the hiring of three additional corrections officers. At the end of FY09, Organization B lays off one corrections officer and uses **Recovery Act-JAG** funds to continue the salary and benefits for the other three corrections officers. In FY10, Organization B appropriates funds to pay salary and benefits for nine corrections officers.

In this scenario, City B will use federal funds to pay the salary and benefits for three corrections officers who would have been laid off but for the availability of federal funds. Therefore, supplanting has **not** occurred.

Example 3      Organization C appropriates funds in FY09 for salary and benefits for 10 corrections officers. Organization C plans to use **Recovery Act-JAG** funds to pay the salaries of two additional corrections officers. Subsequently, however, Organization C opts to use two current experienced employees for this effort, and uses **Recovery Act-JAG** funds to pay their salaries and benefits. In so doing, Organization C determined that the remaining employees could handle the services and did not attempt to backfill the positions.

In this scenario, by replacing existing funds with **Recovery Act-JAG** funds, supplanting **has** occurred. Although Organization C may use experienced staff to fill the new **Recovery Act-JAG** funded corrections officer positions, use of the **Recovery Act-JAG** funds has not **supplemented** funds for program activities, but has **replaced** those funds through its decision not to hire replacements for staff designated for **Recovery Act-JAG** funded activities.

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant and civil and/or criminal penalties.

## GRANT APPLICATION DEADLINE

Each grant application must be submitted via the Grant Portal **by midnight June 16, 2009**. See Grant Application Portal Instructions link at <https://www.accesskansas.org/ssrv-ksgrants/index.do>.

## GRANT PROJECT PERIOD

Each grant project funded by this grant program shall be for a period of **24 months from July 1, 2009 to June 30, 2011**. Any funds not expended by June 30, 2011, must be returned to the Office of the Governor's Grants Program.

## REPORTING REQUIREMENTS

The following are requirements if funding is received under the **Recovery Act-JAG** program:

1. All **Recovery Act-JAG** funds and outcomes/results must be tracked separately from any other grant fund or other funding sources;
2. Monthly **Financial Status Report** that provides fiscal information on expenditures during the month. Monthly reimbursements are made based on this expenditure report. These reports are due **within 5 calendar days after the end of each month**;
3. Quarterly **Grant Project Narrative Report** that provides a narrative description of the activities and services provided with the grant funds during the quarter. These reports are due **within 5 calendar days after the end of each calendar quarter**;
4. The **Program Income/Expenditure Report** is due **within 5 calendar days after the end of each calendar quarter** to provide information regarding program income/expenditures incurred during the reporting period;
5. Grant project analysis and on-site or desk grant compliance reviews conducted by the Governor's Grants Program or federal agency representative; and
6. Any other reporting procedures required by the federal government, the KCJCC or the Governor's Grants Program Staff.

Copies of receipts and other financial documentation must be maintained at the local level for a period of five years past the close of the grant award period. All information regarding the grant award will be posted on federal and state websites that include the purpose and use of grant funds and any late reporting requirements.



## GRANT REVIEW PROCESS

The Kansas Criminal Justice Coordinating Council (KCJCC) makes the final grant award decisions for all applications. The KCJCC may use grant reviewers to help review grant applications and make recommendations. In distributing grant funds, priority will be given to applicants who are not eligible to apply directly to the Federal Bureau of Justice Assistance for Recovery Act-JAG funding.

Each grant application will be evaluated using the following criteria:

1. Applicant agency supports the goals of the **Recovery Act-JAG** to create or retain jobs and stimulate the economy;
2. Record of successful implementation of services in the criminal justice field;
3. Quality of the needs assessment in terms of proposed services;
4. Demonstration of clear, measurable and appropriate grant project objectives and activities that are consistent with the purpose areas outlined in the grant application instructions;
5. The efficacy of evaluative components, both programmatic and fiscal;
6. Relevant budget information;
7. Receipt of other federal, state, or local funding;
8. Submission of all the required documents and a complete application;
9. Applicant agency ability to fulfill all the requirements of the **Recovery Act-JAG** program; and
10. Applicant has DUNS number and current CCR information.

**Each applicant will be notified via the Grant Portal of the grant award decision.**

## GENERAL INSTRUCTIONS

See the Grant Application Portal Instructions link under the “Site Navigation” section at <https://www.accesskansas.org/ssrv-ksgrants/index.do>.

**\*Please note that for purposes of this application and grant program, Recovery Act-JAG funds will not be used to reimburse mileage expenses in excess of the applicant’s approved policy rate or the current federal rate, whichever is lower. If the applicant chooses to reimburse at a rate in excess of this amount, per its agency policy, the applicant should be aware that no grant funds administered by the Governor’s Grants Program may be used to make up the difference.**

**\*\*Please note that for purposes of this application and grant program, equipment is defined as assets with a useful life of one year or more and a cost of \$500 or more.**

### **PROJECT NARRATIVE (Attachment #1)**

Submit the application requirements in Times New Roman 12 point font size. No sections of the application should be submitted in landscape format. Use the download forms in the Grant Portal where applicable. Keep the information as brief as possible and explanatory statements clear and concise. **Do not submit any items not specified in the instructions (i.e. pictures, news articles, letters of support) other than those requested. Do not include appendices, brochures, etc.** The following sections are to be included in the Project Narrative.

### **PRIOR ACCOMPLISHMENTS**

Please share specific agency accomplishments from the previous 12-month period. Describe any evaluations conducted and explain the results. Describe evidence of the success of the grant project, including progress made toward achieving grant project goal(s) and objectives. Information should be provided that includes how the applicant will absorb the grant project in future years.

**\*\*The general goal(s) and measurable objectives of the proposed grant project should be directly related to the results of the needs assessment. The grant project’s performance measures and results should be used to demonstrate progress made toward achieving the proposed goal(s) and objectives.**

### **PROBLEM STATEMENT AND NEEDS ASSESSMENT**

The submission of an application presumes there is a definable problem, which will be solved either in whole or in part for which grant funds are being requested. As other agencies are competing for limited resources, please document as extensively and factually as possible the problem in the applicant's service area and its severity. Clearly and concisely define the problem using facts and statistics that support the contention that there is in fact, a serious problem in the community which grant funds can help solve. Please include the needs assessment which was used to develop the problem statement, such as agency service activity, law enforcement reports, number of 911 calls, etc. If the applicant is comparing local data to state or national data, information should be included to either establish the need locally or describe why the local community is limited in resources to address the problem, etc.

**If the applicant applied directly to the Federal Bureau of Justice Assistance for Recovery Act JAG funds, explain what was requested and why state Recovery Act-JAG funds also are needed.**

## PROPOSED GRANT PROJECT GOAL(S) AND OBJECTIVE(S)

State the goal(s) of the proposed grant project for which the applicant is requesting funds. This should not be the goal(s) of the entire agency but specific to the **Recovery Act-JAG project**. However, the goal(s) for the grant project should be consistent with the mission and overall goal(s) of the agency, as well as the results of the needs assessment. List the objectives to be accomplished in order to reach each goal listed. Objectives should be expressed in terms of alleviating the problem identified through the needs assessment and of reaching the proposed grant project goal(s). Objectives should be specific, measurable, realistic and consistent with the goal(s) of the grant project and cover a single event or outcome. Include the activities for each objective and a timetable to complete each activity.

**Follow the format example when writing the grant project goal(s) and objectives.**

**Example:**

Goal I: The arrests of illegal drug offenders will increase.

Objective	Activities	Person Responsible	Time Frame
1. Three law enforcement officers will be hired.	1. Job notices will be posted. Interviews will be conducted.	1. Chief of Police	1. July 1, 2009 - August 31, 2009
2. Officers will successfully complete KLETC basic training.	2. Officers will attend KLETC training.	2. Chief of Police	2. September 28, 2009 to January 22, 2010
3. Officers will participate in drug task force.	3. Law enforcement duties for drug enforcement. 4. Training on drug enforcement topics. 5. Track number of arrests made and prosecution of offenders.	3. Chief of Police	3. January 23, 2010 to June 30, 2011

## PROPOSED GRANT PROJECT PERFORMANCE MEASURES AND DETERMINING RESULTS

Describe the procedure for monitoring the proposed grant project. What data will be collected and how will the information be used to encourage success of the proposed grant project? Describe the criteria that will be used to evaluate the effectiveness and quality of activities and/or services provided through the proposed grant project. This should be designed to provide an objective assessment of the effectiveness or input of the proposed grant project. Specify the procedures to be used and how the information/data collected will be used to improve the proposed grant project. At a minimum, explain how the proposed objectives will be measured and how it will be determined whether the proposed grant project is effectively and efficiently reaching the proposed goal(s) and objectives. It should be noted that the applicant will be required to show how well the proposed grant project was implemented and if it achieved the results expected based on the evaluation and data collected.

## **PROPOSED GRANT PROJECT STAFFING PATTERN**

Describe the staffing pattern that will be utilized to meet the proposed grant project goal(s) and objectives. Include all persons responsible for achieving the success of the proposed grant project, as well as the individuals' supervisors. Also include staff responsible for monitoring the proposed grant project's progress.

## **PROPOSED GRANT PROJECT COLLABORATION**

Grant funds are maximized when community agencies work together at all levels. Therefore funding priority shall be given to communities that demonstrate and maintain true collaboration. Please describe how the proposed grant project will maximize grant funds by fostering collaboration among units of government and other organizations. Describe the steps that have been taken toward collaborative partnerships within the community and how that collaboration will continue throughout the grant project period. How will the applicant cooperate with other stakeholders within the community? Please list the contact person for each agency the proposed grant project will collaborate with in pursuing the goals and objectives. Duplication of services and resources is one sign that adequate community collaboration is not occurring. Please identify whether the proposed grant project provides an unduplicated service to community residents. If working with the juvenile population, a statement must be included that describes approval and collaboration with the local Juvenile Corrections Advisory Board.

## **CIVIL RIGHTS CONTACT INFORMATION**

Applicants must include the name, address and telephone number of a civil rights contact person who is responsible for ensuring that all applicable civil rights requirements are met and who acts as liaison in civil rights matters.

## **DUNS NUMBER AND CURRENT CCR**

Applicants must provide the agency's DUNS number and confirmation of a current CCR to be eligible for grant funds.

## **CURRENT AUDIT REPORT**

**If the applicant is a nonprofit, community or faith based organization, *and* the Governor's Grants Program has previously received a copy of the program's most current audit report, please state so and include information on what period was covered, who did the audit and when it was done.**

If the Governor's Grants Program has *not* previously received a copy of the program's most current audit report, one must be forwarded as soon as possible to: Governor's Grants Program, Landon State Office Building, 900 SW Jackson, Room 304 North, Topeka, KS 66612-1220. Include with the audit the Auditor's Letter to Management if applicable. If there are any findings and/or recommendations stated in the audit report or in the Letter to Management, also include a written explanation stating how the findings and/or recommendations were, or will be addressed by the applicant.

**If the agency is a city or county government, a current audit does not need to be submitted.** However, governmental agencies must include information on who performs the audit, what period it covers, when the last audit was completed and where the audit is filed.

## **CURRENT AND NEXT FISCAL YEAR AGENCY BUDGETS** **(Attachment #2)**

Submit the applicant's current fiscal year budget, including balanced **income** and **expenses**. If the applicant is under the umbrella of a larger entity, submit the budget developed for the applying program. Agency income should list **all** sources of financial support (i.e. foundations, government agencies, fund-raising events, individual contributions, etc.). For each income source, state the amount and its status (received, requested, committed or projected). If the income is requested or projected, state the date the agency expects to be notified of the funding decision or the date the agency anticipates to collect the income. Be sure to include the appropriate pro-rated portion of this grant application request as budgeted income with a "requested" status. Also, be sure that all line items being requested in this application can be found in the agency's budget for expenses.

The budgets must be provided at a high level of detail to adequately document that **Recovery Act JAG** grant funds will be used to supplement, not supplant, funds that would otherwise be available for activities described in this application. This includes listing all staff positions separately with their respective salaries.

Example of Income Budget:

### Calendar Year 2009

SOURCE:	AMOUNT:	STATUS:	DATE:
General Fund	\$500,000	Received	01/09
JAG-GOV	25,000	Received	07/08
RA-JAG-GOV	51,600	Requested	05/09
Other Grants	<u>100,000</u>	Projected	01/09
Total Agency Income	\$676,600		

\*Note: Detailed budget expenses are also required.

## **CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS (Attachment #3)**

The applicant must carefully read, sign and submit the required certification form regarding lobbying; debarment, suspension and other responsibility matters; and drug-free workplace requirements. To download the certification form, go to <http://www.governor.ks.gov/grants/policies/docs/cert.pdf>.

# GRANT PORTAL INSTRUCTIONS

This document contains detailed steps to submit a grant application on the web-based Grant Portal for the Governor's Grants Program at <https://www.accesskansas.org/ssrv-ksgrants>. **BE SURE TO READ THE ENTIRE GRANT APPLICATION BEFORE ATTEMPTING TO APPLY ONLINE.**

If you have any questions about navigating the Grant Portal website or how to fill in any of the information, please contact the Governor's Grants Program office at 785-291-3205 and ask for Kim Gerety or Lori Jensen. For technical questions, please contact the Kansas.gov Help Center, open Monday through Friday from 8:00 am to 5:00 pm, at [helpcenter@ink.org](mailto:helpcenter@ink.org) or 800-452-6727.

## ACCESS REQUEST

Applications can NOT be submitted if the agency has not first requested access. This process could take up to three business days to receive your login ID and password, so please plan accordingly. If, however, the agency has previously completed an Access Request, then the agency will proceed to the section of instructions below titled "Submitting the Application."


**There is only one login ID accepted per agency.** To complete an Access Request to submit to the Governor's Grants Program, go to <https://www.accesskansas.org/ssrv-ksgrants/access.do>.

The screenshot shows a web browser window with the address bar displaying <https://www.accesskansas.org/ssrv-ksgrants/access.do>. The page header includes the text "Kansas.gov: The Official Web site of the State of Kansas" and the "Governor's Grants Program Grant Portal" logo. The logo features the word "Kansas" in a large, stylized font with the "Office of the Governor" text above it. The main content area is titled "Organization Information" and contains the following text: "In order to apply for grants, organizations will need to register with the Governor's Grants Program Grant Portal. The portal will provide a login and password to the contact listed below via e-mail. No more than one login will be provided for any organization. Be sure to keep the login and password in a safe and accessible place. The Authorized Certifying Official for the organization will be considered the primary contact and the access administrator." Below this text is a form with three input fields, each preceded by a right-pointing triangle icon: "Agency Name:", "FEIN:", and "Street Address:". A legend below the text indicates that the right-pointing triangle icon "Indicates required information". The left sidebar contains a "Site Navigation" menu with links for "Grant Portal", "Home", and "Contact Us", and a "Governor's Grants Program home page" link.

Fill in the information requested in the appropriate fields and click on "Submit."

Address <https://www.accesskansas.org/ssrv-ksgrants/accessRequest.do> Go

Kansas.gov: The Official Web site of the State of Kansas

 **Office of the Governor**  
**Kansas**

## Governor's Grants Program Grant Portal

**Site Navigation**  
[Grant Portal](#)  
[Home](#)  
[Contact Us](#)

<< Governor's Grants Program home page  
<< Kansas Web site

Verify the information below is correct then select "Continue." If you need to edit any of the information, select "Modify."


**Organization Information**

Agency Name:	test
FEIN:	999999999
Street Address:	test
City:	test
State:	KS
Zip Code:	99999

A verification screen now appears. Review each of the fields for accuracy. If additional changes must be made, click on 'Modify' and the user is returned to the edit screen. If the page is correct, click on 'Continue' at the bottom of the screen.

Address <https://www.accesskansas.org/ssrv-ksgrants/submitRequest.do> Go

Kansas.gov: The Official Web site of the State of Kansas

 **Office of the Governor**  
**Kansas**

## Governor's Grants Program Grant Portal

**Site Navigation**  
[Grant Portal](#)  
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<< Governor's Grants Program home page  
<< Kansas Web site

The test's request for an access account has been successfully submitted. An email response regarding the status of your access account should be received within three business days. If you have any questions, please contact the Governor's Grants Program at 785-291-3205.

Portal Policies | Help Center | Site Survey

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If the information is complete, you will receive a confirmation message indicating the submission was successful. You will receive an email response within three business days. The email response is an automated message sent from the [Help Center](#) and contains a [temporary](#) password for login.

## ACCESSING THE GRANT PORTAL

When the Access Request is approved by the Governor's Grants Program, an email is sent from the Help Center to the applicant's email address provided. The approval includes a temporary password to be used to access the Grant Portal. Below is the Grant Portal home page. It is located at <https://www.accesskansas.org/ssrv-ksgrants/index.do>.

The screenshot shows the login page for the Governor's Grants Program Grant Portal. The header includes the Kansas.gov logo and the text "Governor's Grants Program Grant Portal". On the left, there is a login form with fields for "E-mail address:" and "Password:", a "Log in" button, and a "forgot password" link. Below the login form is a "Site Navigation" menu with links for "Grant Portal", "Home", and "Contact Us". At the bottom left, there are links to the "Governor's Grants Program home page" and the "Kansas Web site". The main content area on the right has a heading "Introduction" and a subheading "Governor's Grants Program". Below this is a quote: *"Creating S.A.F.E. Communities"*. The text describes the program's mission to enhance the criminal justice system, improve public safety, and support crime victim services. A link "Learn more about the Governor's Grants Program." is provided at the bottom.

The user will enter their assigned e-mail address and password in the fields provided on the left side of the page, and click on 'Log in.' If you are a first-time user, the password will be the temporary password provided in the Help Center access approval email message.

The screenshot shows the home page of the Governor's Grants Program Grant Portal for user Jill Stewart. The header includes the text "My Grant Portal - Welcome Jill Stewart". On the left, there is a "My Account" menu with links for "Home", "Change E-mail", "Change Password", and "Log Out". Below this is a "Site Navigation" menu with links for "Grant Portal", "Home", and "Contact Us". At the bottom left, there are links to the "Governor's Grants Program home page" and the "Kansas Web site". The main content area on the right has a heading "Welcome to the Governor's Grants Program web based portal. In a continuing effort to improve services, this user account offers access to grant management. From this home page, the user can access the message center to view and create correspondence with the Governor's Grants Program, prepare and submit grant applications, and manage reporting requirements." Below this is a "Message Inbox" section with a heading "Message Inbox" and a message that says "You have 0 new messages."

The user's Grant Portal home page is displayed. If you are a first-time user, it is recommended that before proceeding any further, the user change the temporary password provided to one created for the



agency. Existing users also can change their password at any time. To do this, click on the 'Change Password' link on the left side of the page.

The screenshot shows a web browser window with the address bar displaying 'Kansas.gov: The Official Web site of the State of Kansas'. The page header features the 'Office of the Governor Kansas' logo and the title 'Governor's Grants Program Grant Portal'. On the left sidebar, under 'My Account', the 'Change Password' link is highlighted. The main content area is titled 'Change Password' and contains instructions: 'Enter current password and then enter new password twice. Password is case sensitive. Password must be 8-10 characters and contain both upper and lower case characters [a-z A-Z], at least one number [0-9] and at least one symbol [! @ # \$ % ^ & \* " : < ; > = ? ^]'. Below the instructions, there are three input fields labeled 'Current password:', 'New password:', and 'Retype new password:', each preceded by a blue triangle icon indicating required information. At the bottom of the form are 'Submit' and 'Cancel' buttons.

The user is now on the Change Password screen. The user must provide the information requested; be sure the new password meets the criteria stated at the top of the screen. Click on 'Submit.'

The screenshot shows the same web browser window, but the main content area now displays a green checkmark icon followed by the text: 'Congratulations! You have successfully updated your password.' The left sidebar remains the same, with 'Change Password' still highlighted under 'My Account'.

If the information is complete, you will receive a confirmation message indicating the submission was successful. Click on the 'Home' link on the left side of the page.

## SUBMITTING THE APPLICATION

Log in to the Grant Portal following the instructions above titled “Accessing the Grant Portal.”

The screenshot shows the home page of the Governor's Grants Program Grant Portal. The header includes the Kansas state logo and the text "Office of the Governor" and "Governor's Grants Program Grant Portal". The left sidebar contains links for "My Account" (Home, Change E-mail, Change Password, Log Out), "Site Navigation" (Grant Portal Home, Contact Us), and navigation links to the program home page and Kansas Web site. The main content area has a welcome message for "Jill Stewart" and a "Message Inbox" section showing "You have 0 new messages." There are tabs for "Messages", "Search", "Current", and "Archived".

To begin a new application, go to the 'Search' tab in the middle of the screen.

The screenshot shows the "Search" tab selected in the Governor's Grants Program Grant Portal. The left sidebar is identical to the previous screenshot. The main content area has a welcome message and a "Search For Grants" section. Below the heading, it says "To apply for a new grant, use this box to search all available grants." There are three search criteria: "Keywords:" with a text input field, "Organization Type:" with a dropdown menu set to "Any", and "Grant Type:" with a list box containing "Any", "Crime Victim Services", "Law Enforcement", and "Criminal Justice". A "Search" button is located at the bottom of the search criteria.

Enter criteria into the fields provided to narrow the search, or leave all the fields blank to conduct a wide search. For a keyword, the user will want to select a word or phrase from the description of the grant to be applied for. Click on 'Search.'

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**Search Results**

{ 1 results found }

Name	Applications Close	Projects Start Date	Projects End Date	Description	Action
Sample Grant	03/14/2008	07/01/2008	06/30/2009	Sample grant application.	<a href="#">Full Guideline Text  </a> <a href="#">Apply</a>

**Keywords:**

**Organization Type:**

**Grant Type:**

Any  
Crime Victim Services  
Law Enforcement  
Criminal Justice

Search results will appear. If the user does not see the grant name that an application is to be prepared for, a new search can be conducted from this screen. If the user does see the grant name than an application is to be prepared for, click on 'Full Guideline Text' to open an electronic copy of the Grant Application Packet. The electronic copy may be printed and/or saved to the user's desktop. To begin an application on the Grant Portal, click on 'Apply.'

**NOTE:** Once the user has clicked on 'Apply' to begin an application, the application will appear in the user's 'Current' screen. The user will be able to work on the application as their time allows and will not need to conduct a Search again to locate the application.

Kansas.gov: The Official Web site of the State of Kansas

**Office of the Governor**  
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## Governor's Grants Program Grant Portal

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**Application**

Introduction

General Info.

Budget

Attachments

Submit

**Introduction**

Use the tabs above to navigate through the application process.

To apply for the Sample Grant grant online complete the following three simple steps and then submit:

1. General Information
2. Budget
3. Attachments

**IMPORTANT:** Start with any section, but complete ALL sections before submitting the grant application.

There are five tabs across the top of the page. The user will start on the 'Introduction' tab. As stated in the introduction, three sections must be completed before the application can be submitted: the General Information, Budget and Attachments.

### General Information

Click on the 'General Info.' tab in the middle of the screen.

The screenshot shows the 'Kansas.gov: The Official Web site of the State of Kansas' header. Below it is the 'Office of the Governor Kansas' logo and the 'Governor's Grants Program Grant Portal' title. The left sidebar contains 'My Account' (Home, Change E-mail, Change Password, Log Out) and 'Site Navigation' (Grant Portal, Home, Contact Us). The main content area is titled 'Application' and features five tabs: 'Introduction', 'General Info.', 'Budget', 'Attachments', and 'Submit'. The 'General Info.' tab is selected, displaying 'General Information' with instructions to use the tabs for navigation. A section titled 'Organization Information' is highlighted with a yellow box.

The user is now on the General Information page and will see Organization Information, Authorized Certifying Official, Contact Information and Project Information. Some of the information is filled in for you. Scroll down the page, reviewing the information until you reach the Primary Contact box, where you will begin entering data.

The screenshot shows the 'Primary Contact' section with a text box explaining that the primary contact will receive all correspondence. Below this are four fields: 'Name', 'Phone', 'Fax', and 'E-mail', each preceded by a right-pointing triangle icon. The 'Project Information' section is highlighted with a yellow box and contains three fields: 'Proposed Grant Project Name', 'County(ies) in which proposed grant project will operate (use "control key" to select multiple counties)', and 'Brief description of proposed grant project (max'. The 'County' field is a dropdown menu with 'Statewide', 'Allen', 'Anderson', and 'Atchison' as options.

When all the data is entered, click on 'Save.' If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a General Information Verification screen.

The screenshot shows the 'Governor's Grants Program Grant Portal' on the Kansas.gov website. The header includes the state logo and navigation links. The main content area is titled 'Application' and features a tabbed interface with 'General Info.' selected. Below the tabs, a 'General Information Verification' section provides instructions to verify the information and select 'Continue' or 'Modify'. A 'Project Information' section is partially visible at the bottom.

Kansas.gov: The Official Web site of the State of Kansas

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## Governor's Grants Program Grant Portal

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Introduction **General Info.** Budget Attachments Submit

#### General Information Verification

Use the tabs above to navigate through the application process.

Verify the information below is correct then select "Continue." Select "Modify" to edit any of the information.

**Applicant Identification**

Review the data for accuracy and if anything must be changed, click on 'Modify' to edit information.

This screenshot shows the 'Project Information' section of the application. It displays contact information (Fax: 555-555-5555, E-mail: sample@email.org) and project details. The 'Proposed Grant Project Name' is 'Sample Project', the 'County(ies)' is 'Statewide', and the 'Description' is 'Sample project for demonstration.' Below this, there is a section for 'If awarded, these funds will:' followed by the instruction 'Create a new grant project or service activity.' and two buttons: 'Continue' and 'Modify'.

Fax: 555-555-5555  
E-mail: sample@email.org

#### Project Information

Proposed Grant Project Name: **Sample Project**

County(ies) in which proposed grant project will operate: **Statewide**

Description of proposed grant project: **Sample project for demonstration.**

If awarded, these funds will:

Create a new grant project or service activity.

If the data appears to be correct, click on 'Continue' and the General Information section is completed.

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**Application**

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**General Information Confirmation**

Use the tabs above to navigate through the application process.

✓ Congratulations, the General Information section of this grant application has been successfully completed. Continue to another section by selecting one of the tabs above.

If this was the last section that needed to be completed for this application, please move directly to the Submit tab. If for any reason the information in this section needs modified, this can be done in the Submit tab.

[Edit General Information](#)

A General Information Confirmation screen will appear. The user will be able to make further edits if necessary.

### **Budget**

To continue with the application, click on the 'Budget' tab in the middle of the screen.

**NOTE:** All budget line item requests must be rounded off to the nearest whole dollar.

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**Application**

Introduction General Info. **Budget** Attachments Submit

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**Budget**

Use the tabs above to navigate through the application process. To complete the budget section select each of the underlined areas above within this tab.

The user is brought to the Budget screen that displays each of the budget categories just below the 'Budget' tab. It is a requirement that a dollar amount is entered into each line item, even if it is zero. Therefore, it is recommended that the user work from left to right, starting with Personnel, viewing

each budget category. Refer to the Grant Application Packet to determine what budget categories are allowable for each grant program. Click on the Personnel link.

The screenshot shows the 'Governor's Grants Program Grant Portal' interface. On the left is a sidebar with 'My Account' (Home, Change E-mail, Change Password, Log Out) and 'Site Navigation' (Grant Portal Home, Contact Us). The main content area is titled 'Application' and has tabs for Introduction, General Info., Budget (selected), Attachments, and Submit. Under the 'Budget' tab, there are sub-tabs: Personnel (selected), Benefits, Travel, Supplies, Facility, Equipment, Contractual, Other, and Summary. The 'Budget: Personnel' section includes instructions to use the tabs for navigation and a note that incomplete areas must be modified to contain a dollar amount. Below this is a table with headers: Title, Position Status, Dollar Amount, and Action. An 'Add Personnel' button is present. At the bottom, the 'Personnel Total:' is shown as '\$0'.

In the Budget: Personnel screen, the user must determine if any funds are to be requested for salaries or wages in the grant application. If no Personnel funds are to be requested, the user should proceed to the 'Benefits' screen. If Personnel funds are to be requested, click on 'Add Personnel.'

The screenshot shows the 'Budget: Add Personnel' screen. The sidebar is identical to the previous screen. The main content area has the same top tabs, but the sub-tabs are Personnel (selected), Benefits, Travel, Supplies, Facility, Equipment, Contractual, Other, and Summary. The 'Budget: Add Personnel' section includes instructions to use the tabs for navigation and a note that incomplete areas must be modified to contain a dollar amount. Below this is a form with four fields: Title (text input), Position Status (dropdown menu with '- Please Select -'), Dollar Amount (text input with '0'), and Description (text area). A 'Continue' button and a 'Cancel' button are at the bottom. A note on the right side of the form states: 'Enter whole numbers only (NO symbols, commas or decimal points). For example, \$50,000.00 should be entered as 50000. If this field is not applicable, please enter 0.' Another note below it says: 'Provide a brief narrative explanation of the calculations conducted to determine the dollar amount. Not required if dollar amount is 0. Max characters = 300.'

Complete the fields that appear on the screen as appropriate for the proposed grant project.

**NOTE:** *If* the grant program has a match requirement, the user also will see a Match Amount box for each budget line item to enter a value.

For the ‘Description,’ a brief statement regarding the purpose of the line item and a computation for determining the amount of the request must be provided. When complete, click on ‘Continue.’ If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a Personnel Verification screen.

**Application**

Introduction | General Info. | **Budget** | Attachments | Submit

Personnel | Benefits | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

**Budget: Personnel Verification**

Use the tabs above to navigate through the application process.

► Indicates required information

Title:	Sample Manager
Position Status:	New
Dollar Amount:	\$18,720
Description:	Part-time position to provide project coordination. \$18/hour x 1,040 hours/year x 100% of time on project = \$18,720

Continue Modify

Review the data for accuracy and if anything must be changed, click on ‘Modify’ to edit information. If the data appears to be correct, click on ‘Continue’ and the new Personnel line item appears.

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**Budget: Personnel**

Use the tabs above to navigate through the application process.

Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.

Title	Position Status	Dollar Amount	Action
Sample Manager	New	\$18,720	Modify   Delete

Add Personnel

**Personnel Total:**

\$18,720

The user may now edit the new Personnel line item by clicking on either ‘Modify’ or ‘Delete’ under the Action column at the right side of the screen, may add another position title by clicking on ‘Add



Personnel’ and repeating the steps outlined above, or may proceed to the next budget category by clicking on the Benefits link below the ‘Budget’ tab.

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Personnel | **Benefits** | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

**Budget: Fringe Benefits**

Use the tabs above to navigate through the application process.

*Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.*

Type	Dollar Amount	Action
FICA		<a href="#">Modify</a>
Unemployment Insurance		<a href="#">Modify</a>
Health Insurance		<a href="#">Modify</a>
Worker's Compensation		<a href="#">Modify</a>
Retirement		<a href="#">Modify</a>

[Add Fringe Benefits](#)

**Benefits Total:**

\$0

In the Budget: Fringe Benefits screen, the user must determine if any funds are to be requested for fringe benefit expenses in the grant application. Because there are standard line items provided in the Benefits budget category, the user must specify a dollar amount even if it is zero before the category is considered complete. Click on the ‘Modify’ link for each line item, beginning with FICA.

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**Budget: Add Fringe Benefits**

Use the tabs above to navigate through the application process.

► Indicates required information

► <b>Type:</b>	FICA	
► <b>Dollar Amount:</b>	<input type="text"/>	Enter whole numbers only (NO symbols, commas or decimal points). For example, \$50,000.00 should be entered as 50000. If this field is not applicable, please enter 0.
► <b>Description:</b>	<input type="text"/>	Provide a brief narrative explanation of the calculations conducted to determine the dollar amount. Not required if dollar amount is 0. Max characters = 300.

[Continue](#) [Cancel](#)

Complete the fields that appear on the screen as appropriate for the proposed grant project. For the ‘Description,’ a brief statement regarding the purpose of the line item and a computation for

determining the amount of the request must be provided. However, if the budget request for this line item is zero, a 'Description' is not required. When complete, click on 'Continue.' If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a Fringe Benefits Verification screen.

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**Budget: Fringe Benefits Verification**

Use the tabs above to navigate through the application process.

► Indicates required information

Type:	<b>FICA</b>
Dollar Amount:	<b>\$1,432</b>
Description:	<b>\$18,720 salaries x 7.65% rate for FICA taxes = \$1,432</b>

[Continue](#) [Modify](#)

Review the data for accuracy and if anything must be changed, click on 'Modify' to edit information. If the data appears to be correct, click on 'Continue' and the completed FICA line item appears.

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**Budget: Fringe Benefits**

Use the tabs above to navigate through the application process.

*Any incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.*

Type	Dollar Amount	Action
FICA	\$1,432	<a href="#">Modify</a>
Unemployment Insurance		<a href="#">Modify</a>
Health Insurance		<a href="#">Modify</a>
Worker's Compensation		<a href="#">Modify</a>
Retirement		<a href="#">Modify</a>

[Add Fringe Benefits](#)

**Benefits Total:**

\$1,432

The user may now edit the FICA line item by clicking on 'Modify' under the Action column at the right side of the screen or proceed to the next line item by clicking on the Unemployment Insurance 'Modify' link.

**Budget: Fringe Benefits**

Use the tabs above to navigate through the application process.

*Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.*

Type	Dollar Amount	Action
FICA	\$1,432	<a href="#">Modify</a>
Unemployment Insurance	\$0	<a href="#">Modify</a>
Health Insurance	\$0	<a href="#">Modify</a>
Worker's Compensation	\$0	<a href="#">Modify</a>
Retirement	\$0	<a href="#">Modify</a>

[Add Fringe Benefits](#)

**Benefits Total:**

\$1,432

When each of the Fringe Benefits line items has been given a dollar value, the user may add additional fringe benefits by clicking on the 'Add Fringe Benefits' button or may continue to the next budget category Travel. Repeat the same process for the Travel, Supplies, Facility, Equipment, Contractual and Other budget categories. When all of the budget information is entered, click on the Summary link.

**Budget: Summary**

Use the tabs above to navigate through the application process.

The following areas of this section have been successfully completed. To submit the application for review each section must be completed. A completed section is indicated by a icon. An incomplete section is indicated by a icon.

Status	Budget Area	Action	Dollar Amount
	Personnel	<a href="#">Modify</a>	\$18,720
	Fringe Benefits	<a href="#">Modify</a>	\$1,432
	Travel/Training	<a href="#">Modify</a>	\$0
	Supplies/Communications	<a href="#">Modify</a>	\$0
	Facility	<a href="#">Modify</a>	\$0
	Equipment	<a href="#">Modify</a>	\$0
	Contractual Services	<a href="#">Modify</a>	\$0
	Other	<a href="#">Modify</a>	\$0
<b>Grand Total:</b>			<b>\$20,152</b>

The user will see each budget category listed with a status indicator for complete or incomplete. If any budget category is incomplete, click the 'Modify' link to go directly to that budget screen for editing.

**NOTE:** *If* the grant program has a match requirement, there will be a message at the bottom of the Budget: Summary screen that states whether or not the budget meets the match requirement. The

match requirement also must be met in order for the Budget section of the application to be considered complete.

### Attachments

To continue with the application, click on the ‘Attachment’ tab in the middle of the screen. Each grant program has a certain number of Attachment requirements. Refer to the Grant Application Packet for specific instructions regarding the requirements, as some of the Attachments are required for all applying organizations and some may only be applicable to certain applying organizations. Attachments must be prepared and saved on the user’s desktop in a PDF, Word document or Excel spreadsheet format. File names must correspond to the attachment requirement, i.e. filename: [Project Narrative.doc](#).

**Application**

Introduction General Info Budget **Attachments** Submit

**Attachments**

Use the tabs above to navigate through the application process.

To complete this section of the grant application upload at least 2 files.

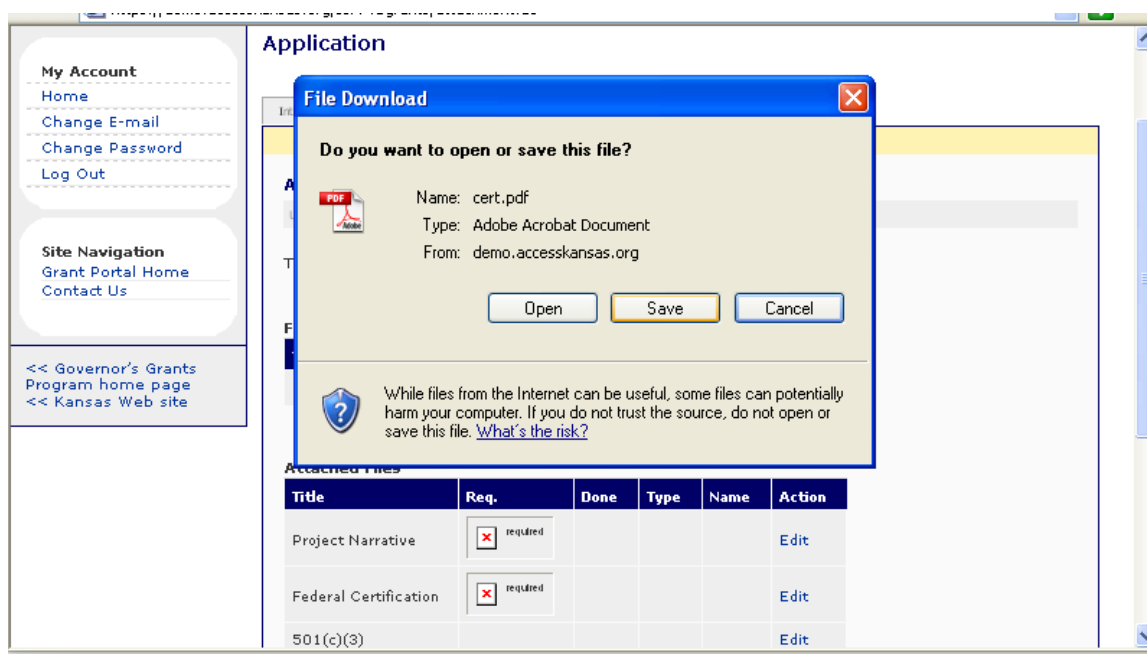
**Files associated with this grant.**

Title	Type	Name	Action
Federal Certifications		cert.pdf	<a href="#">Download</a>

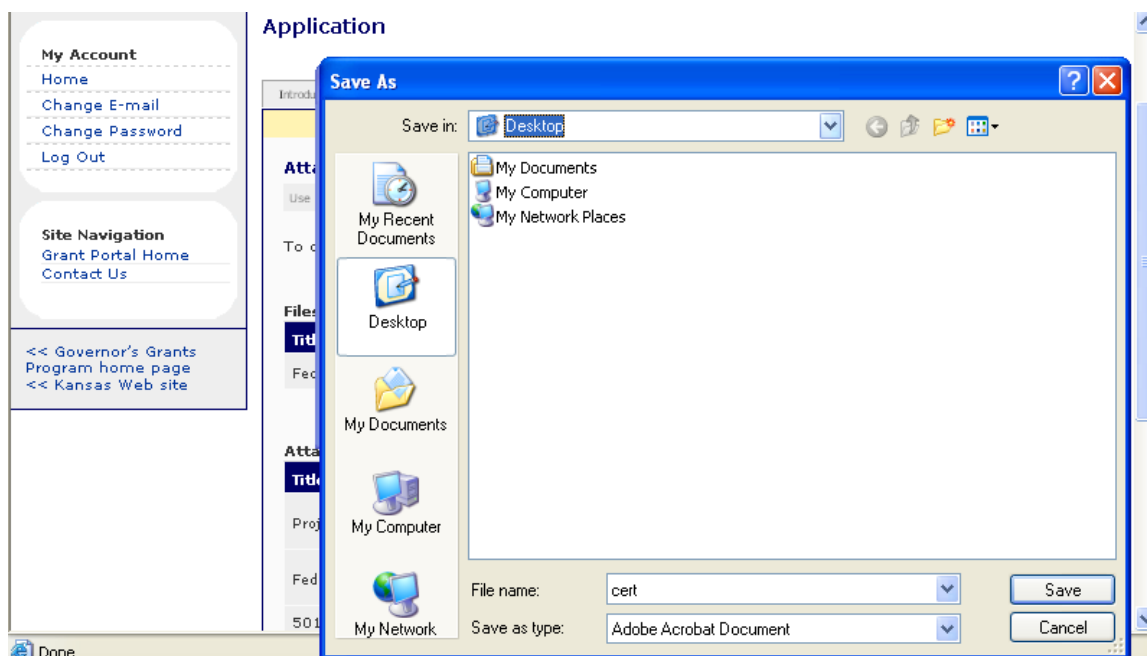
**Attached Files**

Title	Req.	Done	Type	Name	Action
Project Narrative	required				<a href="#">Edit</a>
Federal Certification	required				<a href="#">Edit</a>
501(c)(3)					<a href="#">Edit</a>

Form documents that applicant’s are required to use are found under the heading “Files associated with this grant.” Click on the ‘Download’ link to access the required form.



The system displays the 'File Download' window that allows the user to open or save the file to be utilized. Click on 'Save.'



Locate the computer drive and folder on the user's desktop that the document is to be saved in, give the document a filename and click 'Save.' On some computers, the user will see a 'Download Complete' verification screen. This screen may be closed. The document is now downloaded to the user's desktop and the user is returned to the 'Attachments' page.

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To complete this section of the grant application upload at least 2 files.

**Files associated with this grant.**

Title	Type	Name	Action
Federal Certifications		cert.pdf	<a href="#">Download</a>

**Attached Files**

Title	Req.	Done	Type	Name	Action
Project Narrative	required				<a href="#">Edit</a>
Federal Certification	required				<a href="#">Edit</a> <a href="#">Edit file</a>
501(c)(3)					<a href="#">Edit</a>

Add Attachment

Under the heading “Attached Files,” the user will see a list of required attachments that are found in the Grant Application Packet.

**NOTE:** The minimum number of attachments to be uploaded is indicated at the top of the screen. Some applying organizations may be required to upload more than the minimum number of attachments. Refer to the Grant Application Packet instructions to determine how many attachments the user’s organization must provide.

To upload a required attachment, click on the ‘Edit’ link next to the appropriate attachment title.

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**Attachments: Add File**

Use the tabs above to navigate through the application process.

Select the Browse button to locate a file to be uploaded. Comments, which will only be visible to the grant applicant, may be added to the file being uploaded.

Title: Project Narrative

Description: Document to address each section as identified in the application

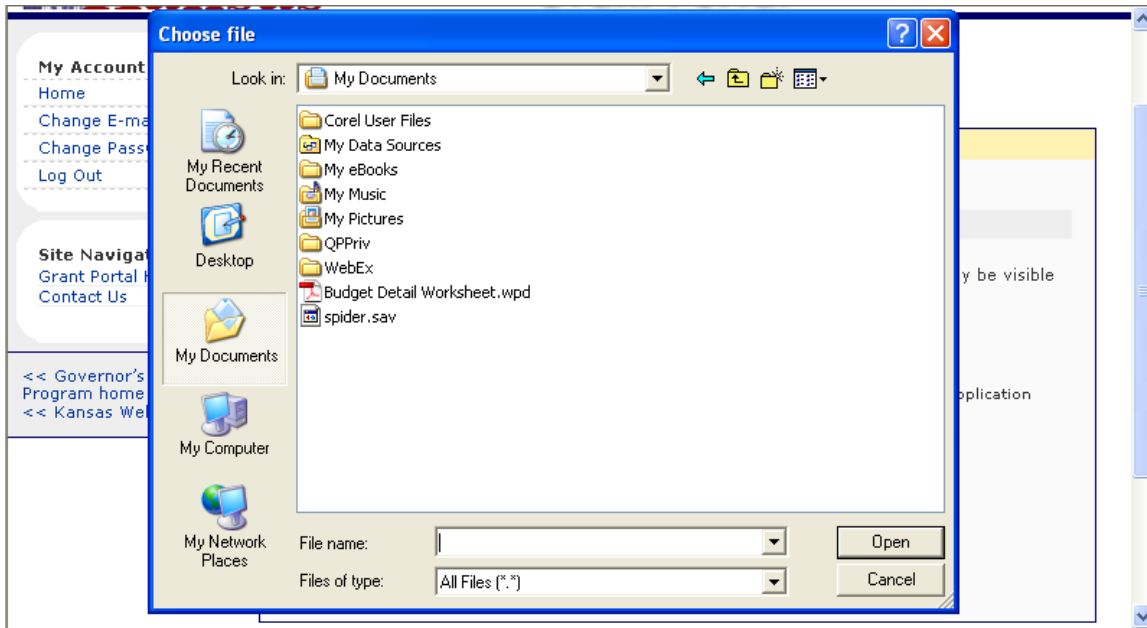
Upload:
Browse...

Comments:

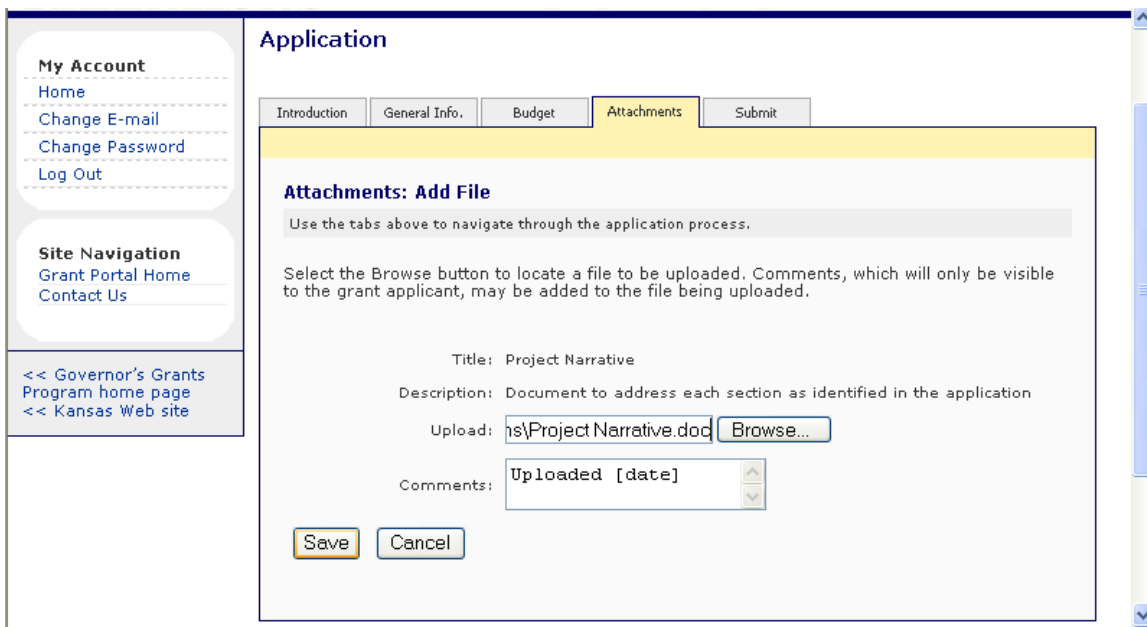
Save
Cancel

Click on the ‘Browse’ button to find the file that will be uploaded to the attachment requirement.

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The system displays the 'Choose file' window that allows the user to look for and select the file to be attached. The user clicks on the file to be attached so that it is highlighted, and then clicks on 'Open' (or can double-click on the file name).



The system displays the Attachments: Add File screen again, with the selected file in the Upload field. Verify the filename is correct. The user may add a comment if preferred. Click on 'Save' at the bottom of the screen. (If the user clicks on 'Cancel,' display will return to the Attachments summary page.)

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### Attachments: File Information

Use the tabs above to navigate through the application process.

Title:	Project Narrative
Description:	Document to address each section as identified in the application
Type:	
Name:	Project Narrative.doc
Date added:	2008-02-22 10:59
Size:	19KB
Comments:	Uploaded on (date)

Continue

A verification page will display with the filename, date added, and size. If the information is correct, click on the 'Continue' button at the bottom of the screen and the user is directed back to the Attachments page.

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## Attachments

Use the tabs above to navigate through the application process.

To complete this section of the grant application upload at least 2 files.

**Files associated with this grant.**

Title	Type	Name	Action
Federal Certifications		cert.pdf	<a href="#">Download</a>

**Attached Files**

Title	Req.	Done	Type	Name	Action
Project Narrative	required	Done		Project Narrativ.doc	<a href="#">Delete</a>   <a href="#">View</a>
Federal Certification	required				<a href="#">Edit</a>
501(c)(3)					<a href="#">Edit</a>

Add Attachment

As stated in the Grant Application Packet instructions, certain Attachment requirements are forms that are provided in the "Files associated with this grant" section. In the example above, the 'Federal Certifications' document has been downloaded to the user's desktop. The user is responsible for preparing the document to be ready to upload. In this example, the document must be printed, signed by the appropriate individual, scanned and saved as a PDF document to the user's desktop. To upload the prepared attachment, follow the same instructions provided above by clicking on 'edit,' selecting the file from the browse window and verifying the filename.



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### Attachment Confirmation

Use the tabs above to navigate through the application process.

 The minimum number of attachments required for this grant application have been uploaded. More attachments may be added by selecting the link below. If there are not any additional attachments, continue to another section by selecting one of the tabs above.

If this was the last section that needed to be completed for this application, please move directly to the Submit tab. If for any reason the information in this section needs modified, this can be done in the Submit tab.

Add Attachment

When the minimum number of Attachment requirements has been met, the user will see an Attachment Confirmation screen as above. From this screen, the user may either edit existing attachments or add additional attachments by clicking on the ‘Add Attachment’ button, or may proceed with submitting the application.

### Submit

To continue with the application process, click on the ‘Submit’ tab across the top of the screen.

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### Submit Application for Review

Use the tabs above to navigate through the application process.

The following sections of this application have been successfully completed. To submit the application for review each section must be completed. A completed section is indicated by a  icon. An incomplete section is indicated by a  icon.

Status	Application Section	Action
	General Information	<a href="#">Modify</a>
	Budget	<a href="#">Modify</a>
	Attachments	<a href="#">Modify</a>

**After the application has been successfully submitted, the information can no longer be edited, but can be viewed.**

Submit Application

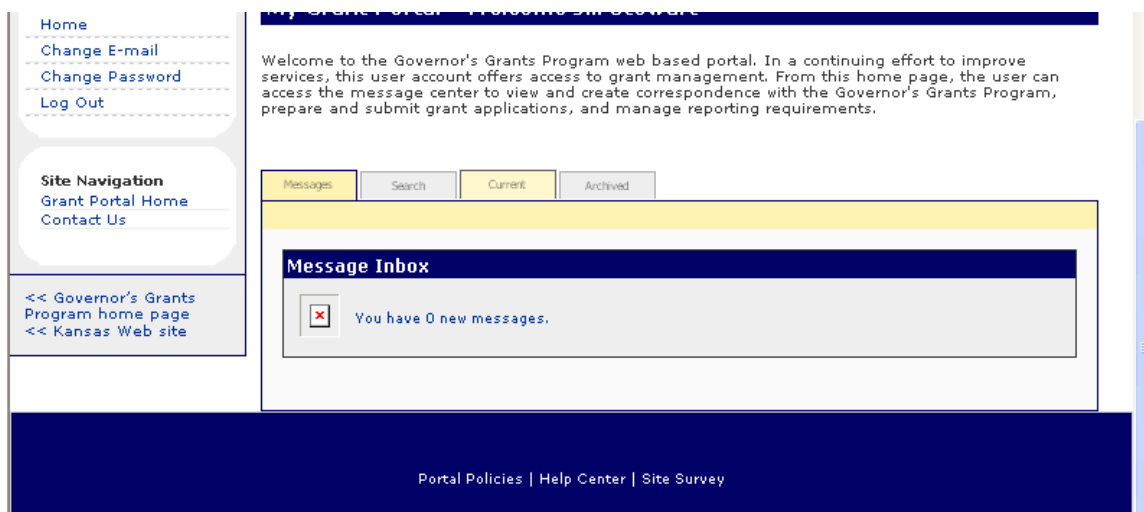
The user will see each application section listed with a status indicator for complete or incomplete. If any application section is incomplete, click the ‘Modify’ link to go directly to that section for editing. If all sections are complete, click on the ‘Submit Application’ button at the bottom of the screen.

**NOTE:** After submitting the application, it is locked to the user for any edits and may only be viewed.



The system displays a message confirming that the revision was successfully submitted. The user is done with the grant application and may log out of the Grant Portal.

To view the new status of the grant application just submitted, click on the 'Home' link on the left side of the screen.



Click on the 'Current' tab across the center of the screen.

[Home](#)  
[Change E-mail](#)  
[Change Password](#)  
[Log Out](#)

**Site Navigation**  
[Grant Portal Home](#)  
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[<< Kansas Web site](#)

Welcome to the Governor's Grants Program web based portal. In a continuing effort to improve services, this user account offers access to grant management. From this home page, the user can access the message center to view and create correspondence with the Governor's Grants Program, prepare and submit grant applications, and manage reporting requirements.

MessagesSearchCurrentArchived

My Current Grants

Project Number	Grant Name	Status	Action	Messages
SAMPLE-AWARD	Sample Grant	Approved	<a href="#">View</a>	
	Sample Grant	Pending	<a href="#">View</a>   <a href="#">Withdraw</a>	

Portal Policies | Help Center | Site Survey

In this view, the grant application just submitted is the second line with a “Pending” status. The application may be viewed or withdrawn if the organization chooses to not have the application considered.

To exit the Grant Portal, click the ‘Log Out’ link on the left side of the screen.